

# Notice and Motion to Sell Free and Clear of Liens (LBF #760.5)

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN format.
  - Click **Next**.
- STEP 4.** Select **Notice and Motion to Sell Free and Clear of Liens (Requires LBF #760.5)** from the event list.
- Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
  - Click **Next**.
- STEP 6.** Confirm the case number and debtor(s)' names are correct.
- Click **Next**.
- STEP 7.** **Is Filer a** question displays.
- Respond to the question as appropriate. (Defaults to No.)
  - Click **Next**.
- STEP 8.** **Certificate of Service Included?** question displays.
- Accept the default of **No** unless this document was served prior to filing it with the Court. If it has already been served, change to **Yes**.
  - Click **Next**.

- STEP 9.** The hearing information screen displays.
- Insert the **Hearing Date:, Hearing Time:**.
  - Select the correct **Location** for the hearing by using the drop down list.
  - Click **Next**.
- STEP 10.** Click **Browse** to select the appropriate PDF to attach.
- Click **Next**
- STEP 11.** The **Docket Text: Modify as Appropriate** screen displays.
- Use the drop-down list to select any additional information that may be required to complete the docket text and/or use the free text box (up to 30 characters) to add important information or leave both blank.
  - Click **Next**.
- STEP 12.** The **Docket Text: Final Text** screen displays.
- Confirm the docket text is correct.
  - Click **Next**.
- STEP 13.** If you answered **No** in **STEP 7**, the **Summary of current charges** window displays over the top of the **Notice of Electronic Filing**.
- Click **Pay Now** to pay all fees due to the court.
  - Click **Continue Filing** to file another case or document.